

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Administrative Assistant

Date: 1995

Purpose of Job

The purpose of this job is to provide administrative and clerical services to an assigned department. Duties and responsibilities include supervising administrative support staff; preparing memoranda, letters, and reports; attending meetings; planning and coordinating meetings and special projects; and maintaining files.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Plans and assigns tasks to subordinates which best suit employee's talents; shows best techniques to accomplish tasks.

Administrative Duties:

Composes and prepares routine correspondence, letters, memoranda, applications, reports and other documents.

Prepares budget to include preparing and collecting necessary data, analyzing and assessing needs, and making recommendation for budget items; performs necessary follow-up on budget requisitions.

Collates, binds, and stores computer generated reports.

Handles incoming inquiries and requests; answers the telephone; routes and returns telephone calls; filing; tying routine correspondence, applications, forms and reports.

Transcribes tapes and/or notes from meetings into prescribed format.

Substitutes for co-workers in temporary absence of same.

May coordinate calendar events to include planning/scheduling appointments, meetings, and interviews; updates on a regular basis; contacts parties involved, as appropriate.

May prepare payroll and payroll change reports for each pay period for all personnel changes.

Communication:

Represents the Department and City with professionalism and courtesy as the liaison between Departments heads, the general public, other department staff, contractors, and vendors.

Produces and ensures proper distribution of documents, reports, forms and other notification material.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls, as necessary.

Responds to questions, complaints, and requests for information by telephone, mail, or in person.

Employee Development:

Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures and protocol of the department.

Assign tasks to subordinates and monitors performance; provides technical assistance, as needed.

Assists others with tasks that require personal expertise, while instructing staff with directions for the next opportunity to apply said instructions.

Quality Insurance:

Examines reports, other draft material, purchase orders, vouchers and permit applications for errors; corrects errors before producing final copy.

Maintains a professional, courteous and cooperative attitude.

Problem Identification and Solution:

Monitors special events and projects to ensure plans are set-up in accordance with agreement.

Identifies and renders equipment or office material deficiencies; sends requests for repair, maintenance or replacement of equipment; orders new supplies.

Productivity and Accountability:

Works within department deadlines and production needs for purchase orders, invoices, vouchers, and reports that must be printed and distributed before scheduled meetings.

Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials.

Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental operations.

Record Keeping and Documentation:

Prepares and maintains departmental files; ensures that files are kept current and readily accessible.

Processes/posts and maintains logs and reports that must be signed or initiated.

Maintains confidentiality of reports, documents and correspondence of the assigned department and City.

Marginal Job Functions

Performs other related duties as required.

Knowledge of Job

Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information. Ability to communicate with supervisors and other staff members. Ability to use independent judgment in routine and non-routine situations. Ability to perform the mathematical calculations required by the job. Knowledge of and proficient in the use of computers. Ability to plan, organize daily assignments, and work activities. Ability to comprehend and apply regulations and procedures of the department. Ability to work under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines. Ability to read, understand, and interpret financial reports and related material.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Secretarial Science, Business Administration, Public Administration, or related field; and, two years of secretarial or general administrative experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or office equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.